

FCI Otisville Satellite Camp Otisville, New York

Admission and Orientation Insert

(Revised 08/09)

GENERAL INTRODUCTION

You were given a Federal Register Number, which will identify you as long as you are in federal custody. That number is commonly known as your "number" or "reg number." It is imperative for you to provide your family and friends with your number so that you may receive correspondence from them while you are in our care. All mail must be identified with your register number when received at this facility.

Admission & Orientation

Within seven calendar days of your arrival to the Camp Unit, you will receive your Unit Admission & Orientation(A&O) by your unit team. Shortly thereafter, you will be scheduled for the Institution A&O program, held in the Education Room, where you will meet staff members from all of the other departments at the institution.

CAMP UNIT MANAGEMENT

Unit staff will assist you with program goals formulation, release planning, personal problem solving, and provide you with a clean, safe place to reside while you are incarcerated at the FCI Otisville Satellite Camp. To accomplish this, you must contribute to your own individual and unit progress and make every effort to treat others with respect and concern. Violation of institution rules or regulations will not be tolerated.

Problems or complaints should be discussed freely with your Case Manager, Counselor, or Camp Administrator. All problems should be resolved informally through direct communication and staff intervention. If you cannot resolve complaints informally or via Inmate Request to a Staff Member (Cop Out), you may file an Administrative Remedy via "Inmate Request for Informal Resolution", also, known as BP-08. These forms are supplied by your Unit Counselor and must be returned to him or her. They will route it to the Legal Department.

SCHEDULE OF UNIT SERVICES AND ACTIVITIES: A Schedule of Unit Activities and Programs is posted on the bulletin board to inform you of particular unit based activities and programs developed and implemented.

PROVISIONS FOR HOUSING DISABLED INMATES: For those inmates who have disabilities, see your counselor for any housing or other needs you feel are necessary.

ARTICLES FOR HYGIENE: Any inmate who is in need of hygiene items, see your unit counselor.

INMATE REQUEST TO REVIEW CENTRAL FILE: An inmate seeking to review their Inmate Central File shall submit a request to the Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted when practicable. All file reviews will be done under constant and direct staff supervision. Materials which have been determined to be non-disclosable will be removed from the file before inmate review.

UNMONITORED LEGAL TELEPHONE CALLS: In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call via Inmate Request to Staff Member (cop-out), which will be provided by the Unit Team. If an inmate wishes to make an unmonitored attorney-client call not using the ITS system, he must make a request to a member of his Unit Team for a collect legal call. Unit Team shall review the request and if approved, a staff member assigned will place the collect attorney-client call on an unmonitored telephone. Placement of the call is contingent upon staff availability.

RELEASE GRATUITIES: Inmates being transferred to a halfway house or released may be given a reasonable gratuity, based on individual need to be determined by policy and your Case Manager, with final approval by the CMC and/or Warden. You should save money for your release needs while incarcerated and your expenditures in your commissary for the preceding six months will be considered in determining your gratuity.

INMATE SAVINGS ACCOUNT: If an inmate wishes to establish a savings account, a member of the unit team shall assist the inmate in establishing an account at a local commercial bank. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account.

Inmates should be advised that once the funds are placed in the savings account, they may only be withdrawn upon release, except in case of an emergency. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him upon release.

Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate.

CONSULAR VISITS: When it has been determined that an inmate has dual citizenship with another country, the Warden can permit the consular representative of that country to visit on matters of legitimate business. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors. Inmates with dual citizenship may be eligible for treaty transfer.

During the initial application process, unit staff will suggest the inmate contact the nearest foreign Consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

GENERAL GUIDELINES FOR TREATY APPLICATION: The Inmate must have at least six months of the current sentence remaining to be served at the time of request for transfer. (France, Hong Kong, and Thailand require 12 months). The judgment must be final; the inmate must have no pending proceeding or appeal upon the current conviction of sentence.

UNIT RULES AND REGULATIONS: They are posted on the Unit Bulletin Board, you are expected to read and know them. You will be held responsible for adherence to these rules and regulations

INMATE REQUEST TO STAFF MEMBER AND ADMINISTRATIVE REMEDY COMPLAINTS: If you cannot resolve a complaint through informal contact with staff, or through an "INMATE REQUEST TO A STAFF MEMBER" (BP-148), commonly referred to as a "COP-OUT"; and you wish to file a formal complaint for an administrative remedy, you may obtain an INMATE REQUEST FOR INFORMAL RESOLUTION" (Attachment 1, of Institution Supplement) from your Unit Counselor who is in charge with logging and tracking each complaint. You will ordinarily receive a response within seven calendar days. If you are not satisfied with the response, you may obtain a REQUEST FOR ADMINISTRATIVE REMEDY" (BP-DIR-329). A Unit Team member, ordinarily a counselor, will attempt informal resolution before it is referred to the Warden's Office. Your complaint must be filed within twenty (20) calendar days from the date on which the basis of the complaint occurred. Only one complaint is permitted on each submission. The Warden will ordinarily respond within (20) calendar days from receipt of the complaint to act upon the matter, and provide a written response.

If you are not satisfied with the Warden's response, you may file an appeal within twenty (20) days via BP-DIR-330 form to the Northeast Regional Director. The BP-330 form can be obtained from your unit counselor. The Regional Director will ordinarily respond within thirty (30) calendar days upon receipt of your appeal to respond. If you are not satisfied with this reply, you may file a final appeal to the Assistant Director, Office of General Counsel and Review, Bureau of Prisons, within thirty (30) days of receipt of the Regional Director's response. This should be done on form BP-DIR- 331 and include a copy of the BP-329 and BP-330. Within thirty (30) calendar days, a written response will be made.

MAIL

OUTGOING MAIL: A secure mail depository for outgoing general and "Special Mail" (see section pertaining to "Special Mail") is located by the officers station. You are required to place general mail in the depository.

Outgoing mail is collected from the depositories every day, excluding weekends and federal holidays, no later than 8:00 a.m. You are reminded that you are responsible for the contents of the letters you mail. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal law.

All outgoing mail must display a complete return address on the upper left hand corner on the front of the envelope (see example below). The return address must include your committed name. Your committed name is the name used by the arresting officer as noted on the detention order at the time of your admission to this facility. Please notify your correspondents not to address mail using nicknames or aliases. If you have a hyphenated last name, ensure your incoming and outgoing mail displays both surnames. The return address portion of the envelope and all incoming correspondence and publications should be completed as follows:

Your committed name and register number
FCI Otisville, Satellite Camp
P. O. Box 1000
Otisville, NY 10963

Writing paper, envelopes, pens, and pencils are provided. They may not be obtained from outside sources. You may purchase additional items from the commissary. Unit staff will assist you in determining proper postage. Stamps or stamped items may not be received through the mail. International, certified, registered, insured and return receipt mail services are provided upon request. Contact your unit counselor team if you do not have sufficient funds to purchase postage stamps.

POSTAGE STAMPS FOR INDIGENT INMATES: An inmate who has neither funds nor sufficient postage and who wishes to mail legal mail (includes courts and attorneys) or Administrative Remedy forms will be provided the postage stamps for such mailing. To prevent abuses of this provision, the Warden may impose restrictions on the legal and administrative remedy mailings. (See Program Statement 5265.11, Correspondence)

INCOMING MAIL: All mail is picked up daily at the U.S. Post Office except weekends and federal holidays. Incoming mail is delivered to the inmate population within twenty-four (24) hours of receipt; authorized packages within forty-eight (48) hours. Mail call is held in the housing unit after the 4:00 p.m. institution count, Monday through Friday.

Your committed name and register number
FCI Otisville, Satellite Camp
P. O. Box 1000
Otisville, NY 10963

All incoming inmate general correspondence is opened and inspected. Unauthorized items (contraband) are removed and returned to sender with a form explaining the reason for rejection.

These are examples of items commonly returned to sender as "nuisance" contraband:

- Postage stamps or stamped envelopes
- Unsigned greeting cards
- Musical greeting cards
- Blank stationery
- Newspapers not forwarded by the publisher
- Complete sections of a newspaper
- Excess books or magazines in one package
- Double-faced Polaroid photographs
- Nude personal photographs
- Plastic novelty items

INCOMING PUBLICATIONS: Newspapers, hard and soft-covered books and magazines must come directly from the publisher, book store or book club. You may not have in your possession, or receive in the mail, more than five (5) books or three (3) magazines in one parcel. Any envelope or packages that contain multiple publications must be clearly marked on the outside of the package or envelope, indicating the nature of the contents. All other packages will be returned to sender unless a package authorization is received in the mailroom.

Federal inmates may not receive sexually explicit publications. Commercial publications received in the Mail Room intended for delivery to inmates which feature depictions of nudity or sexually explicit conduct will **not** be distributed. Refer to Institution Supplement 5800.10B, Mail Management, for additional information regarding restrictions related to sexually explicit commercial publications.

You are not permitted to receive through the mail a personal photograph in which the subject is nude, or partially nude, or where the photo depicts sexually suggestive acts.

CORRESPONDENCE BETWEEN CONFINED INMATES: You are permitted to correspond with another inmate provided you have received approval. See your counselor to receive appropriate instruction and approval process. In order to do so, you must be immediate family members, or co-defendants (with active litigation). All outgoing and incoming approved inmate-to-inmate correspondence is opened and inspected.

SPECIAL MAIL: "Special Mail" is defined as correspondence sent to or from individuals or agencies such as attorneys, federal and state elected government officials, state correctional agencies, federal or state parole/probation agencies, and representatives of the news media. A "Special Mail" depository is located next to the general mail depository near the Unit Officer's station. It is your responsibility to clearly mark on the outside of the envelope with the words: "Special Mail" or "Legal Mail" in order for the item to be processed as such. Outgoing "Special Mail" may be placed in the depository sealed. If "Special Mail" markings are properly indicated, on the outside of the envelope will be date/time stamped, and the reverse side of the envelope will be stamped with "Special Mail" handling instructions for the benefit of the court or your legal counsel. It is your responsibility to notify your legal counsel or agencies entitled to legal mail privileges of incoming "Special Mail" requirements. Incoming "Special Mail" must meet the following criteria to be processed as "Special Mail": The return address must bear the name of an individual attorney. If forwarded from a law firm or office, it must specify the individual attorney's name and title. The outside of the envelope must contain the marking **"Special Mail - Open Only in the Presence of the Inmate."**

Mail from the chambers of a federal judge or from a member of the U.S. Congress will be afforded special mail handling without "Special Mail" markings on the envelope. Incoming mail which satisfies special mail handling requirements will not be opened in the Mailroom. The item will be logged and date/time stamped.

OVERNIGHT OR EXPRESS DELIVERY MAIL: Use of outgoing overnight mail delivery privileges are not afforded to federal prisoners. Incoming overnight mail will be processed as general correspondence. Incoming overnight mail which satisfies "Special Mail" handling requirements will be processed the same as non-overnight "Special Mail."

PACKAGE PROCEDURES: You must have a package permit to receive any item(s) other than regular mail or approved publications. The "Authorization to Receive Package" form may be obtained from unit staff. Any packages at the post office or delivered to this institution that do not have a package permit will not be accepted and will be returned to the sender.

Incoming Funds: Inmates must notify their families that all funds sent to the inmates should be mailed to the lockbox at the following address:

**Federal Bureau of Prisons
Insert Inmate Register Number
Insert Inmate Name
Post Office Box 474701
Des Moines, Iowa 50947-0001**

Funds must be received in the form of Money Order or Government Check no personal checks will be accepted. The inmates name and register number must be on these documents. Inmates may also receive funds to their commissary account by **Western Union**. The following procedures should be followed:

- A Western Union Quick Collect form must be used.
- Dollar amount: fill out
- Pay to: Inmate register number and last name
- Code City: FBOP
- State: DC
- Senders Name: fill out
- Senders Telephone area code and number: fill out
- Senders address: fill out
- Senders City, State and Zip code: fill out
- Customers Signature: Person must sign.
- The funds will be available to inmates no later than 2-4 hours after sent. There is a \$9.99 fee for the sender.

Clothing and Linen Issue/Exchange and Laundering: Inmates will be issued their initial set of clothing from R&D when arriving at the institution. They will receive the balance of their clothing from the Laundry Department.

VISITING INFORMATION: You are responsible for requesting and establishing a visiting list for immediate family members. Your visitors must be listed on your approved visiting list. Immediate family members, as defined by the Bureau of Prisons that are listed in your Presentence Investigation (PSI) Report can be added to your list immediately by completing the, "Request for Visitor Approval" form. For definitions of immediate family members, please reference the Institution Supplement, Inmate Visiting. Failure to have a potential visitor listed will result in denial of the visit. For nonfamily members, you need to mail them the BP-S629.052, Visitor Information form. The form should be completed by the prospective visitor and mailed back to your Unit Team for processing. Do not have anyone visit you, until you know they are on the visiting list. The visiting times and schedules for each unit are posted on the unit bulletin boards.

HOURS OF VISITING: Visiting hours are Monday and Friday, 1:00 p.m. to 8:00 p.m. and Saturday, Sunday and holidays (on Monday or Friday) from 8:00 a.m. to 3:00 p.m. A short embrace and kiss are permitted at the beginning and conclusion of the visit. Beyond this point, physical contact will not be permitted and will be grounds for termination of the visit.

DIRECTIONS TO THE SATELLITE CAMP: Driving to the facility via Belt Parkway West to the Brooklyn Queens Expressway (BQE), exit on 39th Street, continue to 4th Avenue, make a left turn. Go Northbound on 4th Avenue to 28th Street, make a left turn to 3rd Avenue. Turn right on 3rd Avenue to 32nd Street. Left on 32nd and right on 2nd Avenue. Grand Central Parkway West to BQE (I-278) West, exit on 39th Street. Make a right turn on 2nd Avenue going north, continue north on 2nd Avenue and then make a right on 32nd Street. Then left on 2nd Avenue.

LOCAL TRANSPORTATION:

Rail line: Metro-North (212) 532-4900

Public Bus: Shortline (914) 343-3903

**Private Buses (212) 666-7135 from Harlem
(718) 712-2469 from Yankee Stadium**

APPROVED DRESS CODE: Visitors will be expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. Clothing which is sexually suggestive or revealing will not be allowed. No bare feet will be allowed except for infants. No clothing that is similar to that issued to inmates will be allowed, i.e., green military type clothing. The following attire is prohibited:

- Shorts (except for children under the age of 12)
- Sleeveless garments (except infants, and children up to 12 years of age)
- Sweat pants, sweat shirts, sun dresses, leotards, wrap around skirts, crop tops, low-cut blouses, or low-cut dresses.
- Halter tops, bath suits or backless tops
- Hats, caps, headbands or head scarfs
- Spandex pants, Tights or clothing with revealing holes
- Overcoats, winter jackets, or windbreaker
- Any clothing similar to that issued to inmates or staff uniforms

- Clothing that is sexually suggestive, revealing or any type of garment that is see through
- Shoes must have straps securing shoe to the visitors foot (i.e., no flip flops, no clogs)

Proper dress is required for both the inmates and visitors.

IDENTIFICATION REQUIRED: All visitors must provide appropriate photo identification, (drivers license, a passport, etc.) before being allowed to visit. **Your name on the identification must compare exactly to the name on the visiting list or you may be subject to denial of visitation.** Your identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be checked with a hand-held metal detector and drug detection equipment. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

SPECIAL RULES FOR CHILDREN: Inmates are responsible for making certain that their visitors conduct themselves in a dignified manner. Inmates and their visitors are responsible for the behavior of their children. Visits not conducted in an appropriate manner will be terminated.

SPECIAL VISITS: Special visits or "extended visits" may be approved on your designated visiting day and must be pre-approved by the Camp Administrator. and the Unit Manager. **Special visits will not be used to circumvent the requirement for background checks for visitors.**

UNAUTHORIZED ITEMS: Strollers, carriers, diaper bags, food, highlighter markers, newspapers, magazines, cameras, cellular phones, or any other electronic/recording communications devices. There are vending machines available in the visiting room.

ITEMS AUTHORIZED: A small clear purse, money in denominations no larger than \$5.00 not to exceed \$25.00. Medication limited to the amount needed during the visiting period. Two (2) diapers, baby wipes, one (1) change of infant clothing, two (2) small sealed clear containers of baby food (no glass containers), and one (1) blanket.

FOOD SERVICE DEPARTMENT: The Food Service department prepares three meals a day, seven days a week for the institution by utilizing an inmate work cadre. In addition to the mainline meals, medically required meals, such as diabetic trays, are provided as determined necessary by the Health Services department. A Common Fare tray is provided to meet the religious diet restrictions of all inmates (to be placed on the common-fare program, submit your request to the Chaplains). A No Flesh tray is provided to inmates who request a meatless diet (to be placed on the no-flesh diet, submit your request to the Food Service Administrator).

The breakfast meal is served at 6:00 a.m., lunch at 11:00 a.m., and dinner after the 4:00 p.m. count clears, Monday through Friday. The weekend meal schedule is breakfast at 6:45 a.m., brunch at 11:30 a.m., and dinner, served after the 4:00 p.m. count clears.

EMERGENCY SICK CALL: If you require medical or dental services after regular sick call hours or on weekends and holidays, you must have the unit officer or your work detail supervisor contact health services. Your request will be honored if the physician feels its necessary and as the schedule allows.

Medication cannot be issued to inmates at "pill line" without them presenting their institution identification cards.

DNA TESTING: Public Law 106-546 requires the BOP to obtain DNA samples from inmates convicted of qualifying federal offenses. The unit team will provide information regarding the qualifying current of past offense, the collection process, consequences of noncompliance and address any concerns regarding the implementation of this law.

OUTSIDE CONSULTANT: The Medical Staff will be assisted in providing inmate care by several physicians from the local area. If you believe you need to see a specialist, you must be seen on Sick Call and must be referred by a staff physician. Consultants will provide our staff physician with recommendations related to your medical condition. The final decision to act on these recommendations rests with the Clinical Director or other staff Physicians.
Any questions related to these recommendations should be addressed to the Clinical Director.

REFUSAL OF MEDICAL TREATMENT: All patients have the right to refuse any medical treatment offered or recommended as part of informed consent. If you refuse recommended medical test or treatment, this will be documented. You will be asked to sign a REFUSAL OF TREATMENT FORM which will explain the possible consequences and complications of such. If you refuse to sign this form, staff members will sign this form attesting to your refusal to sign. You have the right to be counseled regarding the possible ill effects that may occur as result of your refusal.

DENTAL SERVICES: If you have a dental emergency, sign up for sick call on the unit sick call list. You will be examined by Health Services staff and an appointment will be given as required. For urgent dental care, you must see a medical staff member who will notify the on-call dentist of the emergency.

Over-the-Counter Medications Program

Program Statement 6541.01, dated September 10, 2003, establishes a program allowing inmates improved access to Over-the-Counter (OTC) Medications by making them available for sale in the commissary and improve the allocation of medical resources so that inmates' medical needs will continue to be met. Inmates will have access to Over-the-Counter (OTC) medications in the institution commissary. Inmates will use personal resources to obtain OTC medications that are indicated for cosmetic and general hygiene issues or symptoms of minor medical ailments.

During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

EDUCATION DEPARTMENT: REPRODUCTION OF LEGAL DOCUMENTS: In order to duplicate copies of legal documents, inmates are provided with a photocopy machine in the Leisure Library Room.

COMMON AREAS: Each individual inmate has a responsibility for the maintenance and sanitation of all common areas of the camp, such as the: outside recreation area, showers, unit bathrooms and TV viewing areas. Each inmate should leave these areas as they would hope to find them.

PERSONAL PROPERTY: All personal property will be kept to the allowed amounts. Personal property will be maintained in a neat and orderly manner at all times. The following are requirements for specific personal items: All clothing will be kept inside of lockers, except for dirty items in laundry bags, coats and shoes. Laundry, coats and shoes not kept in lockers will be stored in a neat and orderly fashion at all times. Uniforms must be hangers if left out.

Sanitation is a major area of concern in the Bureau of Prisons. Sanitation will be strictly enforced. It is important to keep sanitation set at high standards to help eliminate dust and dirt and germ-causing bacteria.

Conclusion:

This insert is intended to be a guide. Changes in procedures may occur that effect procedures outlined in this insert. Every effort will be made to inform the inmate population of these changes, any significant changes will be posted on your Unit Bulletin Board. Changes will not be made to this booklet until reprint. Should you have any further questions or concerns, see your unit staff who will be pleased to respond or redirect to an appropriate resource.